

Checklist for Capital Project Request

1. Feasibility study complete in accordance with Section 2.1 of the Capital Project Approval Policy or internal review complete by Facilities or IT.
 - a) If no, reach out to Facilities or IT to relay details of the capital request so a preliminary estimate or quote can provide the information needed to submit a request in Anaplan.
 - b) If yes, submit a request in the Anaplan Capital Request module with the following information:
 - ✓ Project objective, scope and potential benefits
 - ✓ Overall project information gathered from architect and stakeholders (such as project designs)
 - ✓ Estimated project cost (inclusive of Facilities' review)
 - ✓ One time cost for construction, technology, equipment, furniture, software, and project contingency
 - ✓ Ongoing annual operating and maintenance expenses, if applicable
 - ✓ Life-cycle estimates (if known)
 - ✓ Identify funding sources and commitment timeline (if known)
 - ✓ Division head review
2. Once the request is submitted, Finance will review the request and information provided.
 - a) If the request is submitted within the annual Capital Budget process (typically August-September), it will be routed to the respective Senior Leadership member for approval and prioritization.
 - b) If the request is submitted outside of the annual Capital Budget process, Finance will review with the respective Senior Leadership member in accordance with Section 2.1 of the Capital Project Approval Policy
3. The requestor will receive decision of approval or deferral via Anaplan

After Capital Project Request is Approved

- Project updates will be provided to the requestor by the Project Manager on agreed frequency or as needed.
- If donor funded, Development and Finance will meet on agreed frequency or as needed to review fundraising milestones for each construction phase.